

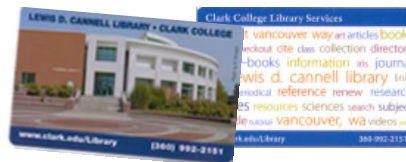
# Self-Guided Library Tour

Welcome to the Cannell Library at Clark College. Follow this tour to get a good overview of the Library, the services it offers, and how you can access material for assignments. The tour should take about 30 minutes.

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- Look for **Library information / research guides** on the display rack near the **front door**. You may want to examine these later.

Start your tour at the **Check Out Desk** (near the front door).



- At the **Check Out Desk** you are able to:
  - Get a **library card**, if you haven't purchased a Clark picture ID (which may be used as a library card.) If your email, address or phone # have changed, stop here to update them.
  - Check out books or other materials.
  - Check out **laptops, calculators** and **headphones** for three hours.
  - Pick up items on reserve for specific classes.
- Find the photocopier machine, restrooms, water fountain and elevator to the right of the stairs.

Move forward along the long counter, past **Interlibrary Loan**, until you get to the **Reference Desk**. This is where to come for help with questions of any kind. If there is no librarian available, look for the small sign indicating who is on duty and where their office is located.

Move past the Reference counter to the **Reference Collection**.

- The **Reference Collection** contains encyclopedias, handbooks, almanacs, and other sources of quick, background information on all sorts of topics. The Reference books do not check out. You may **photocopy** at **5¢** per page (single-sided) within Copyright guidelines.
- Books are arranged using the Library of Congress System instead of the Dewey Decimal System. Books are grouped by **subject** according to a system of letters and numbers.
  - Look for the **Library of Congress Classification System charts** posted on the end of the stacks to see how the books are organized.



Move towards the end of the Reference Collection. (Stop when you get to “P”. The rest of the Reference Collection is to your right.)



\*See “A. Reference Collection Activity” on the **Self-Guided Tour Activities** sheet.

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Now, look straight ahead at the **Microfilm Collection cabinets**. Some of Cannell Library's **periodicals** (magazines, journals, newspapers) are kept in microfilm format (organized alphabetically by title). **Microfilm readers** and **printers** (10¢ a page), and the **Library Instruction Lab (Room 103)** are in this area.

- To the left of the stairs is the **Washington Documents Collection**.

Now, go down the ramp towards the windows. In this area you'll find...

- Back issues of the newspapers are on your right.
- **Periodicals** (magazines, journals) fill the rest of these tall shelves.
- Periodicals are organized alphabetically by the title of the magazine, journal or newspaper.



PERIODICALS



\*See "B. Periodicals Area Activity" on the **Self-Guided Tour Activities** sheet.

At the end of the ramp, turn right, then walk straight ahead, with the windows on your left.

At the end of the windows, by the clock, turn right and walk up the ramp. Stop at the top and look to your **left**. In this area find ...

- Current "Popular Periodicals," daily papers, new books, and the "Renaissance Kids" children's collection.
- **Cannell Conference Room (Room 101)** is used for library instruction, video conferences and other campus meetings.

Also, at the top of the ramp, look to your **right**, where you'll find ...

- The **ESL/ENL Collection** which has resources for learners of English as a Second Language.
- To the **right** of the ESL/ENL Collection is an **Indexes** shelf with a small selection of **periodical indexes** in print format (for example, *Book Review Digest* and *Readers' Guide*). **Indexes** help you find articles in magazines, journals and newspapers, and are primarily used for historical research.



## Computers:

All the computers look the same, but they aren't. We'll try and sort this out for you.

As you walk in the library, **on the counter** between the Check Out Desk and the Reference Desk, are computers with the **Library Book Catalog**.

The [Library Book Catalog](#) contains records of books, videos/DVDs, and periodicals (but **NOT** periodical articles) that are located at Clark College. If you want to **connect from home**, go to:

[www.clark.edu/Library](http://www.clark.edu/Library)



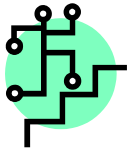
\*See "C. Library Book Catalog Activity" on the **Self-Guided Tour Activities** sheet.

- The rest of the computers on the first floor use **Internet Explorer** to search the Web.



You can reach the **Library web page** and a **variety of databases**. These units are for research **only**. Please, no games or chat.

There is a **large printer** on the main floor.



## The Second Floor:

Go back toward the front door. Use either the elevator or the stairs to get to the second floor.



**At the top of the stairs note:**

**To your left,**

- The **Computer Media Lab**. Open to all registered students for e-mail, word processing, Internet, scanner and color printer.
  - This is where you go to get your first computer password.
  - The lab closes 15 minutes before the Library closes.

**To your right,**

- **Large Group Study Room** (Room 204). This room may be reserved by self sign up.
- The **books** that may be checked out. (Note they are arranged **A-Z**, just like the Reference Collection downstairs.)
- **Library Student Assistant Desk** and **Library Book Catalog computer** (located across from the book stacks). You are not able to print from this computer.



BOOKS

Walk along the stacks until you get to the last stack marked **Oversize**. These are books that are too large to fit in the A-Z shelves. To your left is the **Vis-U-Tek machine** to assist visually impaired students. The wall to the **right** of the Vis-U-Tek has **electrical outlets** for laptops.

Note the small **study rooms** along the opposite wall. Groups of 3 or more students may use them on a first-come, first-served basis. Across from the study rooms, are **televisions with DVD and VHS players** (with headsets), as well as **CD players** (with headsets).



Walk down the hallway beside Room 218. On the right is **Room 217**, a **Quiet Study Room**.

On your way back to the same staircase you came up, **bonus point** for locating the **restrooms** on your right.



**Congratulations!** You've completed the tour.